

Defense Intelligence Senior Executive Service (DISL)  
Position Vacancy Announcement  
For the  
**National Geospatial-Intelligence Agency**

***Announcement No. HQ NGA DISL 2017-02***

***Opening Date:*** 1 May 2017

***Closing Date:*** 30 May 2017

***Position Title/Series:*** Associate General Counsel, Acquisition Law & Intellectual Property/  
Series IP-0905

***Number of Vacancies:*** 1

***Salary Range:*** \$124,406 - \$172,100 per year

***Location:*** National Geospatial-Intelligence Agency (NGA)  
Office of General Counsel  
Springfield, VA

***Area of Consideration:*** All Sources

***How to Apply:*** TO BE CONSIDERED FOR THIS POSITION, FOLLOW THE DIRECTIONS BELOW. To receive **FULL** consideration, e-mail, hand deliver, or mail an **original and five stapled copies** of your current application. You must identify the position vacancy announcement number. There is no application of preference but **certain information is required** to be submitted and should be included on your resume, e.g., full name, mailing address, phone numbers, e-mail address, country of citizenship, education and work experience, current salary, and highest federal civilian grade held. External applicants (if a current or former civilian government employee) should submit one copy of their most recent Notification of Personnel Action, SF-50 noting your current position, grade, and salary level. Permanently attach all components of each application package. Do not place application materials inside report covers or folders, or submit documents not specifically requested, as they will not be used in the evaluation process.

Applicants will be rated and ranked by an agency Qualifications Review Board using only the information submitted for consideration. Applicants who do not separately address and document their demonstrated experience, training, and/or education in support of the Intelligence Community (IC) Senior Officer Core Qualification (SOCQ) Standard and Technical Qualifications will be ineligible for further consideration. Failure to provide all the required information and copies could result in an ineligible rating. Incomplete applications will not be considered.

**Submit your application to:** National Geospatial-Intelligence Agency  
Mail Stop S45-HDE  
7500 GEOINT Drive  
Springfield, VA 22150  
or  
E-mail to: [HDExecutiveResources@nga.mil](mailto:HDExecutiveResources@nga.mil)

**Complete applications must be received by the closing date.** A postmark will **NOT** prevail. Applications will **NOT** be returned. Please reference announcement number shown above.

**Joint Duty Credit:** All NGA executive level positions require Joint Duty credit. Employees will receive joint duty credit for almost any service or rotational assignment that was at least at the GS/GG-13 or DCIPS Pay Band 3 level, and generally for at least one year, or for 179 days or more when deployed to a designated combat zone on or after September 11, 2001.

**Note:** Employees without Joint Duty credit may apply for the position and can be considered. If selected a waiver would be required prior to final appointment. An external candidate, if selected, will be required to provide proof of Joint Duty credit or immediately apply for Joint Duty credit prior to EOD. NGA seniors without Joint Duty at the same tier level may lateral into the position if selected without requesting a waiver.

**Basic Duties and Responsibilities:** Serves as the Division Chief, Acquisition Law and Intellectual Property, and serves as the senior attorney for NGA in the acquisition and intellectual property law practice areas and supervises all work performed by NGA attorneys in those legal disciplines. Supervises the rendering of expert advice in an operational and policy capacity on all questions of acquisition and patent law and the legal impact of acquisition and patent law policies on the NGA mission. Primary decision authority for legal interpretation of questions (including intellectual property law) impacting agency major systems acquisition programs, procurements, fiscal and appropriations law, R&D initiatives, and competitive sourcing efforts involving billions of dollars. Primary decision authority for all agency legal decisions involving patent law, patent prosecution, interference and reexamination practice, and secrecy orders before the U.S. Patent and Trademark Office. Serves as the senior attorney for all contract law related disputes, serves as lead agency attorney for all bid protests before the Government Accountability Office, and serves as Agency Chief Trial Attorney before the Armed Services Board of Contract Appeals, supervising all NGA attorneys representing NGA in such external forums. Supervises staff attorneys assisting the General Counsel in his capacity as the NGA suspension/debarment authority. Coordinates with the Inspector General regarding investigations and audits involving acquisition matters and procurement fraud. Represents NGA at internal and external senior-level meetings, working groups, and conferences, and coordinates NGA activities with other DoD, Intelligence, or Executive Branch agencies, and Congress, as appropriate. This position is located in the Defense Legal Services Agency (DLSA) with duty at headquarters, NGA.

**Intelligence Community (IC) Senior Officer Core Qualification (SOCQ) Standard - Leading the Intelligence Enterprise:** Required for all positions effective 1 October 2010. This SOCQ Standard involves the ability to integrate resources, information, interests, and activities effectively in support of the IC's mission and to lead and leverage cross organizational collaborative networks to achieve significant mission results. Inherent to this Standard is a deep understanding of the intelligence enterprise (or other comparable interagency or multi-organizational environment) and a shared commitment to the IC's core values. (Include as separate attachment **one page maximum per competency**)

**(1) Collaboration and Integration:**

IC Senior officers have a responsibility to share information and knowledge to achieve results, and in that regard are expected to build effective networks and alliances; actively engage these peers and stakeholders; involve them in key decision; and effectively leverage these networks and alliances to achieve significant results. Senior officers are expected to create an environment that promotes employee engagement, collaboration, integration, information and knowledge sharing, and the candid, open exchange of diverse points of view. Candidates assessed against this competency must:

- Build, leverage, and lead collaborative networks with key peers and stakeholders across the IC and/or in other government/private-sector organizations, or professional/technical disciplines to achieve significant joint/multi-agency mission outcomes

- Integrate joint/multi-agency activities effectively exercising collaborative plans that realize mutual IC, joint, or multi-organizational goals.

## **(2) Enterprise Focus:**

IC Senior officers are expected to demonstrate a deep understanding of how the missions, structures, leaders, and cultures of the various IC components interact and connect; synthesize resources, information and other inputs to effectively integrate and align component, IC, and USG interests and activities to achieve IC-wide, national, and international priorities. Senior officers are expected to encourage and support Joint Duty assignments and developmental experiences that develop and reinforce enterprise focus among their subordinates. Candidates assessed against this competency must:

- Understand the roles, missions, capabilities, and organizational and political realities of the intelligence enterprise; apply that understanding to drive joint, interagency, or multi-organizational mission accomplishment.
- Understand how organizations, resources, information, and processes within the IC or interagency/multi-organizational environment interact with and influence one another; apply that understanding to solve complex interagency or multi-organizational problems.

## **(3) Values-Centered Leadership:**

IC Senior officers are expected to personally embody, advance and reinforce IC core values. Senior officers are also expected to demonstrate and promote departmental and/or component core values. Candidates assessed against this competency must demonstrate:

- A **Commitment** to selfless service and excellence in support of the IC's mission, as well as to preserving, protecting, and defending the Nation's laws and liberties;
- The integrity and **Courage** (moral, intellectual, and physical) to seek and speak the truth, to innovate, and to change things for the better, regardless of personal or professional risk;
- **Collaboration** as members of a single IC-wide team, respecting and leveraging the diversity of all members of the IC, their background, their sources and methods, and their points of view.
- Promote, reinforce, and reward IC, departmental/component core values in the workforce and ensure that actions, policies, and practices are aligned with, and embody those values.
- Ensure that organizational strategies, policies, procedures, and actions give appropriate focus, attention, and commitment to diversity of people, point of view, ideas, and insights.

**Position Demands:** Applicant must be a graduate of a law school accredited by the American Bar Association with an L.L.B. or J.D. and an active member in good standing of a Bar of one of the 50 states, the District of Columbia or a U.S. Territory or Commonwealth with at least five (5) years of practice as an attorney post-licensure.

**Note** that you may be required to relocate in the future, based on mission need, nature of work performed by NGA, and the needs of NGA partners worldwide.

## **Technical Qualifications (TQs):** (Include as separate attachments, **one page maximum per TQ.**)

In addition to the six Executive Core Qualifications (ECQs) which are mandatory for all DISES level positions and the Intelligence Community (IC) Senior Officer Core Qualification (SOCQ) Standard, applicants will be rated on the TQ's identified below which are essential for successful performance in the position. These statements should be a narrative explanation of your relevant background and experience. They must show that your experience, education, and accomplishments reflect the competence and professional standing required to provide expertise required by this position. Technical Qualification Statements that do not clearly address the qualification criteria will not be adequate for evaluation. The employee selected for this position must possess:

1. Juris doctor degree from an ABA-accredited law school (mandatory) and a postgraduate degree (LL.M) in government contract law or intellectual property (desirable).

2. Maintain current law license with at least one state bar association. Expert knowledge and experience of federal government contracting and intellectual property regulations and law involving source selection, formation, administration, claims, fiscal authorities, and disputes related to government contracts.
3. Superior ability to: (a) evaluate pertinent facts and evidence and research legal authorities; (b) interpret and apply laws, rules, regulations and precedents; (c) effectively communicate orally and in writing legal advice to senior officials; and (d) represent agency in external forums involving bid protests and contract disputes.
4. A working knowledge of organizations, processes, programs, and policies of the US Intelligence Community and the Department of Defense.

**A. Specialized Experience:** Candidates must have at least five (5) years of specialized experience, characteristics of and as described above in the duties and responsibilities section. Knowledge of the mission and legal issues affecting the Department of Defense and the Intelligence Community. Demonstrated ability to mediate and resolve legal issues in a federal legal environment. Demonstrated knowledge of federal law, rules and procedures. Demonstrated ability to resolve complex legal problems in a federal, Intelligence community and/or DoD environment. Expert skills and knowledge of international law, national security law, intelligence oversight; working in U.S. military and/or intelligence and/or other DoD agencies; working in or with the State Department and/or the Department of Justice, and law enforcement community.

**B. Additional Factors:** The following will be considered in determining the candidate's qualifications:

1. Demonstrated ability to provide timely, accurate, and practical legal advice to enable a national security mission consistent with applicable law.
2. Excellent ability to (a) evaluate pertinent facts; (b) interpret and apply laws, rules and regulations; and (c) communicate effectively orally and in writing.
3. Excellent leadership and management skills including the ability to advise, mentor and work well with attorneys, clients and support staff and the ability to supervise attorneys.
4. Broad understanding of the Department of Defense and the Intelligence Community, to include other Intelligence Community Agencies, the Office of the Secretary of Defense, the Joint Staff, the Commands, the Services, and the Defense Agencies.
5. Working knowledge of the organizations and processes of the National Intelligence and Geospatial Community.
6. Basic knowledge of national imagery operations including understanding of requirements, collection, exploitation, and dissemination.

**Desired Qualifications:** *All senior-level positions at NGA require strong leadership competency. Demonstration of established leadership competencies may be used to rank otherwise similarly qualified applicants and, therefore, all applicants are strongly encouraged to address the following competencies in their application package.* (Include as separate attachment **one page maximum per competency**)

**(1) Leading Change:**

This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an

organizational vision and to implement it in a continuously changing environment. Competencies include:

- ***Creativity and Innovation*** - Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- ***External Awareness*** - Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
- ***Flexibility*** - Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
- ***Resilience*** - Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- ***Strategic Thinking*** - Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
- ***Vision*** - Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

## ***(2) Leading People:***

This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Competencies include:

- ***Conflict Management*** - Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
- ***Leveraging Diversity*** - Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
- ***Developing Others*** - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- ***Team Building*** - Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

## ***(3) Results Driven:***

This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. Competencies include:

- ***Accountability*** - Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
- ***Customer Service*** - Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.
- ***Decisiveness*** - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
- ***Entrepreneurship*** - Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
- ***Problem Solving*** - Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- ***Technical Credibility*** - Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

## ***(4) Business Acumen:***

This core qualification involves the ability to manage human, financial, material, and information resources strategically. Competencies include:

- ***Financial Management*** - Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.

- **Human Capital Management** - Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.
- **Technology Management** – Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

#### **(5) Building Coalitions:**

This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. Competencies include:

- **Partnering** - Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
- **Political Savvy** – Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
- **Influencing/Negotiating** – Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

#### **(6) Fundamental Competencies:**

These competencies are the foundation for success in each of the Executive Core Qualifications. Competencies include:

- **Interpersonal Skills** – Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
- **Oral Communication** – Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
- **Integrity/Honesty** – Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
- **Written Communication** – Writes in a clear, concise, organized, and convincing manner for the intended audience.
- **Continual Learning** – Assesses and recognizes own strengths and weaknesses; pursues self development.
- **Public Service Motivation** – Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

Because the “(6) **Fundamental Competencies**” are cross-cutting, they can be addressed over the course of the other competencies. It is not necessary to address them separately as long as the narrative, in its totality, shows mastery of these competencies on the whole.

**List of Publications:** Provide a list of publications or papers you have authored with title, date, and any co-authors, and state the impact on the scientific, technical and/or intelligence community.

**Evaluation Methods:** Applicants will be evaluated based on job-related criteria identified under the Qualification Requirements by a screening panel of senior representatives with functional backgrounds relevant to this position. Interviews may be conducted.

**Security Clearance and Access Level:** This position requires access to classified Defense Department and Intelligence Community information. The individual selected must already possess, or be immediately eligible for, a TOP SECRET security clearance and access to Sensitive Compartmented Information. U.S. citizenship is required for the granting of a security clearance.

#### **Other Requirements:**

1. Applicant selected for this position is subject to the completion of a one-year DISES trial period. (Applicants selected from outside NGA may be required to complete a two-year DCIPS trial period if they have not already done so.)

2. This position is covered under the Ethics in Government Act of 1978 (P.L. 95-521). Incumbent will be required to file an Executive Personnel Financial Disclosure Report (SF-278) with the NGA Office of General Counsel.
3. State the lowest pay you will accept and your current total salary.
4. Provide the name, address, and telephone number of three references to substantiate your qualifications.
5. Employment is subject to requirements of the NGA Drug Testing Program.
6. Successful completion of a polygraph examination is required for employment by NGA.

**Other Information:**

1. Permanent Change of Station (PCS). Travel/Transportation expenses are authorized.
2. Veteran's preference does not apply to the Senior Executive Service.
3. Copies of this announcement and other general information may be obtained through NGAs Website, OPM's USAJobs, or by calling or 571-557-9477/8465.
4. Use of postage paid Government agency envelopes to file job applications is a violation of Federal law and regulation.

*The National Geospatial-Intelligence Agency is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, age, religion, color, national origin, sex, marital status, sexual orientation, handicap, lawful political affiliation, or any other non-merit factor. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.*

**The following approach is recommended for addressing Technical Qualifications:**

Provide a brief summary of your professional experience before describing the "Specialized Experience" requirements. Provide sufficient examples of your accomplishments and explain the accomplishments in terms of the following three elements: (1) Identify specific projects and **activities** in which you participated and describe what you did; (2) Describe the **context**, or environment, within which these activities occurred, mention other individuals (by title) or groups involved; and (3) Explain the **outcomes** of your actions, these outcomes should reveal the quality and effectiveness of your contributions and demonstrate your ability to achieve results.

Your Technical Qualification Statements should include evidence of the senior scientific/technical/management experience and professional credentials needed to perform the duties of the position and contain enough examples to provide a sound basis for assessment of your qualifications.